

**GOVERNMENT OF THE DISTRICT OF COLUMBIA
DEPARTMENT OF GENERAL SERVICES**



Office of the Director

Memorandum

To: Kimberly Gray

Copy: JW Lanum
File


Date: February 27, 2015

Subject: Delegation of Authority

Pursuant to the Department of General Services' ("DGS") procurement regulations, I, Jonathan Kayne, in my capacity as Interim Director of the Department of General Services (the "Department" or "DGS") hereby delegate to Kimberly Gray, in her capacity as Supervisory Contract Specialist in DGS' Contracts & Procurement Division, the authority to create Purchase Orders through DGS' PASS/SOAR system in order to support contractual obligations of DGS. For the avoidance of doubt, Ms. Gray is not by this delegation granted authority to execute or award contracts as a Contracting Officer of DGS. Ms. Gray is authorized to perform the administrative function of issuing Purchase Orders to support contractual obligations of DGS where appropriate award and/or contract documents have been signed by a duly authorized Contracting Officers of DGS.

This delegation shall be effective immediately, and the authority granted hereby shall continue until rescinded.

Authority Delegated By:

By: 
Jonathan Kayne
Interim Director & Chief Contracting
Officer

Date: 3/2/15

Acknowledged By Delegate:

By: 
Kimberly Gray

Date: 3/2/15